

Warrant Special Handling Request

Objective

To process warrants that require special handling.

Policy

This policy applies to **non-EFT (electronic fund transfer) vendor payments**. Mail or fax any attachments, required to identify an EFT payment, directly to the vendor the day after the payment is entered and include the EFT reference number. If special circumstances require the generation of a paper warrant for an EFT payment, contact the Minnesota Management & Budget, System Compliance Unit prior to entering the payment.

A warrant generated by the accounting system may require special handling for a variety of reasons, including the following:

1. A document, such as a copy of an invoice, must be mailed along with the warrant.
NOTE: Although a copy of the invoice is not normally sent with a the warrant, a copy of the invoice must accompany a payment to a magazine or newspaper publisher for a subscription or advertisement. (If a subscription is ordered and paid at the same time, the warrant must accompany the order form.)
 2. The name of an additional payee must be typed on the warrant.
 3. The warrant must be mailed to a foreign country.
 4. The warrant must be held for mortgage satisfaction.
 5. The warrant must be turned over to the paying agency for one of these reasons:
 - To compensate for an unavoidable delay at another point in the payment process, the warrant must be picked up by the payee. (Travel advances to employees, as well as regular payments to vendors, may be handled this way.)
 - To complete a special purchase transaction, such as the purchase of land, the agency must present the warrant to the payee at the time of closing.
- NOTE:** A request for the warrant to be turned over to the agency must have two authorized signatures. If possible, the authorized signers should not be directly involved in the approval or input of payments, thus maintaining adequate internal control. Ensure that there is a separation of duties among employees when handling warrants.

If a warrant requires special handling for any other reason, the paying agency must obtain advance approval from the Minnesota Management & Budget, System Compliance Unit.

Forms

[FI-00526 Warrant Special Handling Request](#)

General Procedures

Step #	Actions to be Performed	Responsible Party
1.	Prepare invoices (or other payment documents) for input, per Policy 0803-01, Payment Requests, Preparation and Approval .	Agency Accounting Unit
2.	Indicate one of the following in the check category field of the payment screen if an invoice will generate a warrant requiring special handling. This is required for the special handling process. "PW" for warrants to be picked-up or wire transfers "WE" for warrants with enclosures or change of address "Y" (MnSCU) single warrant/pull warrant	Agency Accounting Unit
3.	<p>Complete a Warrant Special Handling Request form (FI-00526):</p> <p>When completing the "Warrant Special Handling" form, fill in all of the information requested.</p> <p>"Input Date" means the date the payment was entered; "Scheduled Date" means the date that the Vendor should receive payment.</p> <p>When requesting a Pull Warrant, list all transaction amounts separately.</p> <p>When the warrant is picked up by the agency, explain the specific reason for the request and have two people with authorized signatures sign the form.</p>	Agency Accounting Unit
4.	Attach the document to the Warrant Special Handling Request if a document must be mailed along with a warrant.	Agency Accounting Unit
5.	<p>Enter the payment transactions into MAPS.</p> <p>NOTE: If it is necessary to change the vendor number on any payment voucher marked "PW" or "WE" , because of a coding error, then change the vendor number on the Warrant Special Handling Request and</p>	Agency Accounting Unit

	verify the zip code.	
6.	Check document listing for errors before sending "Warrant Special Handling Request".	Agency Accounting Unit
7.	Send the Warrant Special Handling Request (and any documents to be mailed with the warrants) directly to the Minnesota Management & Budget, System Compliance Unit as soon as possible..	Agency Accounting Unit
8.	FAX the "Warrant Special Handling Request" form to (651) 296-1707 and put "not flagged" on top of the form, or call (651) 296-5911 before 9:15 A.M. on the day after input, if Pull Warrant, Warrant Enclosure, or MnSCU Warrant was not indicated in the "single check flag" on the payment screen.	Agency Accounting Unit
9.	Hold all check category PW, WE, & Y warrants until the Warrant Special Handling Requests arrives.	Minnesota Management & Budget, System Compliance Unit
10.	Process the warrant in accordance with the agency's instructions on the Warrant Special Handling Request.	Minnesota Management & Budget, System Compliance Unit
11.	Retain the Warrant Special Handling Request where the "wire transfer" or "The department must pick up warrant." boxes are checked, for one year or until the annual audit is completed.	Minnesota Management & Budget, System Compliance Unit

See Also

[MAPS Operating Policy and Procedure 0803-01 - Payment Requests, Preparation and Approval](#)